GOVERNMENT OF ANDHRAPRADESH
ABSTRACT

MA&UD – APCRDA– Payment of pension to eligible landless families in Capital City Area through "Capital Region Social Security Fund" - Operational Guidelines – Orders - Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (CRDA2) DEPARTMENT

G.O.MS.No. 30 **Dated: 10-02-2016**

Read the following:

1. G.O.Ms.No.176 MA&UD (M2) Dept., Dated:31.07.2015
2. From the Commissioner, APCRDA, Lr.Rc.No.6/ DSD/2015, dt.22.12.2015.
3. From the Commissioner, APCRDA, Lr.Rc.No.6/ DSD/2015, dt.31.12.2015.

*****

O R D E R:

In the G.O 1st read above, Government have issued orders according administrative sanction for implementation of the scheme of payment of pension of Rs.2,500/- per month, per family for a period of 10 years to the eligible landless families as identified with reference to the Rule 5(3) of the A.P Capital City Land Pooling Scheme (Formulation and Implementation) Rules, 2015 in Capital City Area and rules in force. The new scheme shall be operated through the head of account:"4217-01-050-GH.11.NSP-SH(08) Capital Region Social Security Fund - 310/312 other Grants-in-aid" and the Commissioner, Andhra Pradesh Capital Region Development Authority(APCRDA), Vijayawada shall formulate operational guidelines for implementation of the scheme and send necessary proposals to the Government for approval.

2. In the references 2nd & 3rd read above, the Commissioner, Andhra Pradesh Capital Region Development Authority has furnished operational guidelines for implementation of the Pension Scheme for landless families in Andhra Pradesh Capital City Area, Amaravati and requested the Government to approve the same and issue Orders to start payment of pensions, immediately.

3. After careful examination of the matter, Government, hereby approve the following operational guidelines for implementation of the "Landless families Pension Scheme" in Andhra Pradesh Capital City Area, Amaravati:

(I) **Name of Pension Covered**: `Amaravati City Landless Poor Family Pension Scheme'.

(II) **Eligibility Criteria**

a) Landless family: Landless status shall be ascertained by District Collector Guntur as on 8th December, 2014 and family shall be as declared by the individual.
b) BPL family: White Ration Card (or) Certificate by District Collector, Guntur based on the same Aadhaar validation procedure followed while issuing White Ration Card shall be the basis for determining the BPL status.
c) Residence: Shall be a resident of Amaravati Capital Area as on 8th December, 2014.

P.T.O

d) The Pension will be paid to one member of family, irrespective of number of family members.
e) Self-affidavit by the applicant mentioning own bank account number.
f) Ineligibility criteria: Salaried employees in government or private sector including contract and outsourced employees with annual income of more than Rs.60,000, income tax payers, and heads of families less than 18 years shall be ineligible.

(III) **Scale of pension amount**

2,500/- (Rupees two thousand and five hundred only) per month per family.

(IV) **Scale of pension Scheme**

The pensions are payable w.e.f. 01.04.2015

(V) **Sanctioning Authority**

Commissioner, APCRDA upon eligibility confirmed by district collector.

(VI) **Sanction Procedure**

(1) New pensions:

a) Heads of eligible family: If not receiving pension, apply through 'Mee-Seva' centers only.
b) District Collector, Guntur: Forward the list of eligible persons through online to the Commissioner, CRDA for approval and sanction.
c) The Commissioner or Collector may delegate their powers as follows or as appropriate.
    i. Tahsildar login: Receive each application, scrutinize from stand point of 'landless status &BPL status' and recommend acceptance or rejection.

    ii. Competent Authority: Receive list of scrutinized applications and Generate sanction proceedings.

d) Mee Seva system: Record reasons for rejection due to ineligibility and send the endorsement to the applicant by Registered Post& SMS.

(2) Existing pensions:

i) Panchayat Secretary/ VRO: Update the pension list with deaths before 10th of the month and submit it to CA.
ii) Competent Authority: Update pension list by death cases with nominees and new pensions before 15th of the month.

(VII) **Disbursement procedure**

Commissioner, CRDA: Send requirement of funds to Government before 30th March and 30th September every year.

a) MA&UD Government of Andhra Pradesh: Issue budget release orders and administrative sanctions for every half-year and

place the funds at the disposal of Commissioner APCRDA for disbursal through online bank transfers before 31st May and 30th November every year.

b) Additional Commissioner, Amaravati Capital City Project: Transfer the funds as per the approved pensioner list to the CAs by way of e-cheque for disbursal by 20th of every month.

c) Competent Authority: Deposit pensions to the "Aadhar linked bank account of family head" (Direct Benefit Transfer) before 5th day of the month.

(VIII) **Roles & Responsibility of various functionaries**

Commissioner, APCRDA	1. Monitor the pension scheme and submit regular reports to the Government.
	2. Engage required staff as given in these orders.
Collector, Guntur	1. Certify the landless status and poverty status of the family.
Additional Commissioner, Amaravati Capital City Project, APCRDA	1. Release funds to the beneficiary based on the allocation made by Government of Andhra Pradesh, MA&UD.
	2. Monitor the pension scheme and submits monthly reports to commissioner on the funds utilized and number of pensions disbursed.
	3. Submit 'Utilization Certificates' for the amounts disbursed on quarterly basis to the Government.
	4. Maintain the website for pension for land less families under 'Capital Region Social Security Fund' and update.
	5. Commission evaluation studies once a year and submit comprehensive report on the implementation of the said scheme.
	6. Ensure that 'the pensions shall be disbursed in timely manner.
	7. Ensure that 'The funds shall be transferred through DBT.
	8. Maintain a 'central database' using the software provided and updates the Welfare Pension Scheme Website on monthly basis.
	9. Maintain accounts and get them audited.
	10. Nominate either Panchayat Secretary/ VRO as the responsible person at each village level depending on availability of the staff.
CA	1. Sanction the pensions on behalf of Commissioner.
	2. Track and monitor the fund disbursement with the support of Panchayat Secretary/VRO and submit monthly report to the Commissioner.
	3. Update the status of death vacancies with the support of Panchayat Secretary/VRO.
	4. Consolidate the status of beneficiaries in the respective villages. submit updated list, utilization certificate, monthly report and return undisbursed amounts by 15th of every month.

	5. Maintain proper accounts and get it audited.
	6. Function as 'Grievance Redressal Officer'.
Director (Social Development)	1. Responsible for overall monitoring of the project on end to end basis.
MPDO/ Panchayat Secretary/ VRO	1. Provide list of death vacancies and update any death within 2 days.
	2. Maintain the Pension register and update it every month. 3. Report to Competent Authority on the progress of the scheme.

(IX) **Accounts**

a) Commissioner APCRDA:

i) Maintain separate account for the pension scheme at the Amaravati Capital City Project level.

ii) Furnish annual accounts in respect of all pensions to the Andhra Pradesh Accountant General Office.

b) Competent Authority: Furnish 'Utilization Certificates' every month to the Additional Commissioner.

c) Additional commissioner: Audit accounts at CA level and obtain UCs.

(X) **Registers**

a) Panchayat Secretary:

Maintain pension register for each village. The register will have two parts, part A and part B. Part A will contain names of all existing pensioners and Part B will consist of list of deaths.

b) Competent Authority:

i) Inspect the register periodically and authenticate the entries made in the register with the seal of the CA at the end of the list.

ii) Maintain pension register online and update sanctions & disbursals every month.

(XI) **Report**

Monthly report in the format prescribed shall be furnished regularly by above mentioned functionaries on scheduled dates.

(XII) **Software**

The pensions may be managed through the software that is already developed by the Department of RD and host the pension data in the CRDA website that is exclusively designed, on a monthly basis (or) alternatively it may use customized IT platform.

(XIII) **Staffing**

The staffing may be engaged by the Commissioner, CRDA at the rate of one social facilitator per village, three zonal managers and one office assistant.

(XIV) **Monitoring & Evaluation**

a) Additional Commissioner:

i) Maintain the updated database of pensions in the software provided.

ii) Hold quarterly meetings for monitoring the program and for related matters with the stakeholders and prepare quarterly reports to Government.

4. The Commissioner, Andhra Pradesh Capital Region Development Authority shall meet the Expenditure from the Budgetary Resources in the short term, in the medium term it would have to be financed by the CCDMA, the financing agency for Amaravati.

5. The Commissioner, Andhra Pradesh Capital Region Development Authority, Vijayawada shall take action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

AJAY JAIN
SECRETARY TO GOVERNMENT(CRDA)

To
The Commissioner,
Andhra Pradesh Capital Region Development Authority,
Vijayawada.

Copy to:

The District Collector, Guntur.
The P.S. to Principal Secretary to the Hon'ble Chief Minister.
The P.S. to Hon'ble Minister(MA & UD)
The P.S. to Principal Secretary to Government (MA & UD)
The P.S. to Secretary to Government (MA & UD)
The Commissioner, Rural Development, A.P, Hyderabad.
The Project Director, DRDA, Guntur.
The Finance (EBS.VII-MA-F) Department, AP Secretariat, Hyderabad.
The Accountant General, A.P, Hyderabad.
The Director of Treasuries & Accounts, A.P, Hyderabad.
SF/SC.

// FORWARDED BY ORDER //

SECTION OFFICER